

TRANSPORTATION

CONFIDENTIAL

1. Types of Transportation

Domestic
Overseas
Permanent duty
Temporary duty
By individual
By group
Dependents

2. Clearances Required Before Authorization is Obtained

Sponsoring Section or Division
Branch Chief
Asst. Director of Office
Security
Assessment
Medical

3. Basic Statutory Authorizations and Limitations Involved

Public Law 800
Civil Service Regulations
Standardized Government Travel Regulations
Executive Order 9805
CIG Agency Policy
Various other statutes, State Dept. regulations, etc.

4. Issuance of Basic Authorizations

Letter authorizing change of station for employee, dependents,
household goods and personal effects
Travel Letter of Authorization
Letter of Agreement by employee to remain overseas 2 years

5. Documents and Credentials Required for Overseas Transportation

Birth certificates
Passport photos
Passport application
Passport and visas
Courier credentials
Identification credentials
Tickets and Reservations
Immunization Certificates

CONFIDENTIAL

~~CONFIDENTIAL~~

6. Processing of Employee for Overseas Assignment

Briefing and training
Turned over to Transportation for processing
Medical examination and inoculations

25X1C9C

25X1C4A

Securing of priorities when required

25X1C4A

Making arrangements for transportation
Advising employee regarding moving of family and effects
Clearance by Finance, Personnel, Security, etc.

7. Movement of Cargo

Movement of employees household goods and effects
Movement of official cargo

25X1C4A

8. Motor Transportation

Authority for use
Records maintained
Operation of garage
Reporting of accidents

~~CONFIDENTIAL~~